



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 12451.5
BUMED-91
20 Oct 94

BUMED INSTRUCTION 12451.5

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: TIME-OFF FROM DUTY AS AN INCENTIVE AWARD FOR CIVILIAN
EMPLOYEES

Ref: (a) HROWASHDCINST 12451.1B

Encl: (1) Time-off Awards Scale for a Single Contribution
(2) BUMED 12451/1 (6-94)
(3) BUMED 12451/2 (6-94)

1. Purpose. To implement reference (a) for granting time-off from duty as an incentive award for civilian employees.

2. Definition. Time-off Award is an excused absence granted to any employee, who meets the definition in 5 U.S.C. 2105, without charge to leave or loss of pay, in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations.

3. Contribution. Each assistant chief is authorized to determine the types of employee contributions that may be recognized by means of a Time-off Award. Employee achievements that might be considered for such an award include:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Accomplishing a specific, one-time, or special assignment that requires extra effort or results in the organization receiving recognition for responsiveness to unprogrammed requirements.

f. Sustaining a high level of performance for an extended period as reflected, for example, in a rating of record.

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g. Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee's normal job responsibilities, the employee is not eligible for a cash award.

4. Responsibility. The Deputy Chief, Bureau of Medicine and Surgery is the program coordinator of the Incentive Awards Program (IAP).

5. Delegation of Authority

a. Assistant chiefs may grant a Time-off Award in excess of 1 workday.

b. Immediate supervisors may grant a Time-off Award not to exceed 1 workday.

6. Limitation

a. The maximum amount of time-off which may be granted during the leave year is 80 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's biweekly scheduled tour of duty, over a period of 1 year, e.g. part-time employee works 40 hours biweekly - maximum time-off granted is 40 hours).

b. The maximum amount of time-off which may be granted for a single contribution is 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, one-half the maximum amount of time that could be granted during the leave year, e.g. part-time employee works 40 hours biweekly - maximum time-off granted for a single contribution is 20 hours).

c. Assistant chiefs should use enclosure (1) as a scale for a single contribution.

7. Scheduling the Use of Time-off Awards

a. A Time-off Award shall be scheduled and used within 1 year of the date the award is made. Any unused amount remaining after that time must be forfeited without further compensation to the employee.

b. Scheduling the use of time-off as an award is based upon workload and approval of the employee's immediate supervisor.

c. Under no circumstances may a Time-off Award be converted to a cash payment.

d. If an employee is transferring to another Department of Defense (DoD) activity or outside DoD, the Time-off Award cannot be transferred and the employee should be allowed to use the incentive award before the transfer.

e. A Time-off Award can be transferred within the Department of the Navy; however, it should be scheduled and used within 1 year after the effective date of the award.

f. Time-off Awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation. Should an employee become physically incapacitated during a period of time-off granted as an award, the assistant chief may grant sick leave for the period of incapacitation.

g. Time-off Awards are not annual leave. Time-off Award balances cannot be transferred to approved leave recipients under an agency's Voluntary Leave Transfer Program.

8. Action

a. Supervisors

(1) Complete BUMED 12451/1 blocks 1 through 9 (enclosure (2)). Note: If the Time-off Award exceeds 1 workday insert the assistant chief's signature block in block 8.

(2) Complete SF-52, Request for Personnel Action. Insert the assistant chief's signature block in block 5, the chief of staff's signature block in block 6, and the number of hours awarded in block 20.

(3) Complete BUMED 12451/2 (enclosure (3)). Note: If the Time-off Award exceeds 1 workday insert the assistant chief's signature block.

(4) Submit BUMED 12451/1, BUMED 12451/2, and SF-52 through the chain of command to the assistant chief.

b. Assistant Chiefs. Sign SF-52. If the Time-off Award exceeds 1 workday complete blocks 8 and 9 of BUMED 12451/1 and sign BUMED 12451/2. Forward complete Time-off Award package to the civilian personnel liaison (MED-911C).

c. MED-911C. Verify completeness of BUMED 12451/1, BUMED 12451/2, and SF-52. Forward the Time-off Award package through chain of command to the chief of staff (MED-09B) for signature on the SF-52. Forward BUMED 12451/1 and SF-52 to the Human Resource Office - Washington (HRO-W) for processing. Upon receipt of the approved Time-off Award package from HRO-W, forward 12451/1, and

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12451/2, and SF-50 to the originator and to the Director,
Accounting Division (MED-14).

d. HRO-W. Complete an SF-50, Notification of Personnel Action and forward to payroll. Complete BUMED 12451/1 blocks 10 through 12. Return the completed 12451/1 and SF-50 to MED-911C. Forward a copy of the action to the employee's Official Personnel Folder.

e. MED-14. Maintain copies of SF-50 for all Time-off Awards. Verify all "administrative leave" reported on time and attendance cards.

9. Time and Attendance Reporting. Report Time-off Awards through normal time and attendance reporting procedures and record as "Administrative Leave." Indicate on the time and attendance report that the administrative leave is for a Time-off Award.

10. Forms. BUMED 12451/1 and BUMED 12451/2, Time-off Awards Program, are available from MED-911C or may be locally reproduced. SF 50, Notification of Personnel Action and SF 52, Request for Personnel Action are available from the Supply Room, Building 5, room 5000.


D. F. HAGEN

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization

Number of Hours

Moderate:

1 to 10

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(1) A highly significant contribution to the value of a product, activity program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

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Time-Off Awards Program

**_____ hours
of time-off without charge to leave or
loss of pay are granted to**

**in recognition
of your exceptional efforts that
have improved the quality, efficiency, and
economy
of Government operations
and
services to the public**